



"Good judgment comes from experience,
and experience comes from bad judgment."
-- Barry LePatner

Purchasing Update

Division of Purchasing, Idaho Department of Administration
April 5, 2004

Volume 3, Issue 3

FY04 Purchasing Requisitions Deadline

All requisitions (form DA-1 or Sicomnet ePurchasing), including specifications and any required approvals, for purchases to be made from Fiscal Year 2004 funds are to be received by the Division of Purchasing **no later than April 16, 2004**. This deadline is necessary to ensure that all bidding procedures can be followed and the funds encumbered prior to June 30, 2004. Please review your needs and submit purchase requisitions as soon as possible prior to April 16, 2004.

Inaccurate Information on Xerox Copiers

Many agencies have received an advertising flyer or have been contacted by phone from Davisco Inc., an authorized Xerox sales agent. Davisco has offered to buy out your current Xerox lease and give you three months free with Xerox for a new copier rental contract. A page attached to the flyer indicates your agency is qualified for the Xerox State of Idaho contract and can lock in current low Xerox prices by March 31, 2004.

All of this information is erroneous and Xerox has asked Davisco to cease and desist from any further marketing efforts to agencies of State government. Further the underlying contract that Davisco is referencing expired January 31, 2004 and has not been extended.

The expiration date for individual Xerox copier rental contracts is three years from the original date of copier installation and acceptance (maximum two years for any one year rental contracts).



Training Opportunities

The Division of Purchasing will be offering the basic purchasing class ***Introduction to Idaho Public Purchasing*** in the Coeur d'Alene and Idaho Falls in April and May.

The Introduction to Idaho Public Purchasing seminar will present an overview of public purchasing basics designed for the new state employee and any employee who is not familiar with how public purchasing differs from the private sector. It contains information on competitive bidding, purchasing limits, delegated authority, contracts, and purchasing ethics. The target audience is new state employees,

persons who supervise purchasing activities, and employees charged with purchasing for their agency, regardless of their job title.

Location: 2020 Lakewood, Coeur d'Alene
Date: April 14, 2004
Time: 1 PM to 3 PM

Registration Deadline is April 9, 2004

Location: Eastern Idaho Technical College, Idaho Falls
Date: May 12, 2004
Time: 9 AM to Noon

Registration Deadline is May 7, 2004

In the Boise area we are offering *Writing Effective Specifications* on April 22, 2004.

Location: Dept of Agriculture, Boise
Date: April 22, 2004
Time: 9 AM to Noon

Registration Deadline is April 16, 2004

There is no cost to attend the above seminars presented by the Division of Purchasing staff.

For those seeking certification as a Certified Public Purchasing Officer, we will be offering the NIGP seminar *Review for the CPPO Exam* in June. This seminar is designed to prepare candidates for the written portion of the professional CPPO exam containing 240 questions, this course provides a review the incorporates key information contained in the NIGP core curriculum and the CPPB and CPPO Review Guides, as well as an explanation of the exam format, test taking tips, pretest samples, and a review of specific topics that have historically been problematic for candidates. The cost for this seminar is \$325.

Location: To be announced, Boise
Date: June 17, 18, 2004
Time: 8 AM to 5 PM each day

Registration Deadline is May 14, 2004

Registrations are now being accepted for these seminars. For more information and to register online go to:

<http://www2.state.id.us/adm/purchasing/training.htm>

Q&A - Determining Bid Limits

Question: Do agencies have authority to enter into multiple year contracts?

Answer: With the exceptions listed below, yes, agencies may enter into multiple year contracts for services and property provided the total cost of the contract does not exceed the agency's delegated purchasing authority, including all renewal or extension periods (*Rule 44, IDAPA 35.05.01*).

Exceptions to multiple-year contracting authority and purchasing dollar limits are as follows:

- Leases or rentals of personal property cannot exceed delegated authority and one (1) year in length. The Division of Purchasing may approval leases or rentals for longer periods of time (*Rule 101, IDAPA 38.05.0*).
- Professional, Consultant, and Information Technology Services contracts are limited to \$50,000 and one (1) year in duration (*Rule 44, IDAPA 38.05.01*).
- Non-exclusive price agreements may not exceed two (2) years in length and require authorization by the Division of Purchasing (*Rule 84, IDAPA 38.05.01*).

Personnel Changes at DOP

Rogene Evans has accepted the position of Program Information Coordinator. Rogene has been at DOP for a number of years in clerical support. Karen Andreason replaces Rogene in the support function. Karen comes to us from Salem, Oregon.

Disadvantaged Business Enterprises Orientations

The Disadvantaged Business Enterprises program (DBE) program, administered by the Idaho Department of Transportation, is designed to foster equal opportunity for minority, female and disadvantaged business owners on federal-aid transportation projects, and for helping them improve their business efficiency and flexibility. DBE orientation programs are presented in cities across the State each spring. In addition, representatives from the Idaho Department of Commerce's Idaho Business Network (IBN), the Idaho Division of Purchasing, the Idaho Small Business Development Centers, the US Small Business Administration and the Women's Business Center will be on hand at many or all of the locations to give presentations on their many services and benefits to small businesses. There is no charge or fee for vendors to attend these orientations. More information is available at:

<http://www.itd.idaho.gov/civil/overview.htm>

Please feel free to encourage local small businesses you do business with to attend one of these informative sessions. Personnel from state and public agencies wishing to learn more about these programs may also attend.

DBE Locations, Dates & Times

Idaho Falls – May 3, 8 AM-Noon

Idaho Innovation Center, 2300 N Yellowstone Highway, Idaho Falls, ID

Pocatello – May 4, 8 AM-Noon

Idaho Small Business Development Center, 1651 Alvin Ricken Dr., Pocatello, ID

Twin Falls – May 5, 8 AM-Noon

College of Southern Idaho, 315 Falls Ave

Taylor Bldg, 2nd Floor, Room 277, Twin Falls, ID

Boise – April 17, 8 AM-12:30 PM
Womens Business Center, 119 N 9th Street – 3rd Floor, Boise

Post Falls – May 26, 8 AM-Noon
Workforce Training & Community Education Center, North Idaho College
525 W. Clearwater Loop, Post Falls, ID

Lewiston – May 27, 8 AM-Noon
Lewis-Clark State College, Student Union Bldg, Room 225, Lewiston, ID



Contract Updates

Honda Civic Hybrid Vehicles - SBPO 1182 has been awarded to Tom Scott Honda, Nampa.

Autoglass Replacement – SBPO 1108-1, Safelite, SBPO1109-1, Cascade Auto Glass, and SBPO1110-1, Intermountain Auto Class, have been extended for three (3) months to expire August 9, 2004.

Office Supplies – SBPO 1106, Boise Office Supplies has been extended till April 31, 2004. A new bid is currently in evaluation.

Dry Cell Batteries – Contract SBPO 1170 (formerly SBPO 1013) with Platt Electric, has been renewed for another year beginning March 1, 2004 and expiring Feb 28, 2005.

Copy Paper – Copy paper contracts have been extended until June 10, 2004 to allow time for rebidding.

Digital Photocopiers – bids are currently in evaluation.